

### **About Waldorf Education**

Waldorf schools offer a developmentally appropriate, experiential, and academically rigorous approach to education. They integrate the arts in all academic disciplines. Waldorf education aims to inspire life-long learning in all students and to enable them to fully develop their unique capacities.

Founded in the early 20th century, Waldorf education is based on the insights, teachings and principles of education outlined by Rudolf Steiner. The principles of Waldorf education evolve from an understanding of human development that address the needs of the growing child.

Teachers in Waldorf schools are dedicated to generating an inner enthusiasm for learning within every child. This eliminates the need for competitive testing, academic placement, and rewards to motivate learning and allows motivation to arise from within. It helps engender the capacity for joyful life-long learning.

### **The Waldorf School of Philadelphia Community**

The Waldorf School of Philadelphia is a modern, organic learning environment in the heart of Germantown, based on Rudolf Steiner's philosophy of education. Our mission is to create a vibrant learning community based on a deep understanding of the child, integrating the intellectual with the artistic and the practical with the beautiful. We provide a decidedly independent form of education that creates decidedly independent thinkers. Learning that inspires. Learning that endures. And learning that children will treasure forever.

There has never been a more exciting time to join the Philly Waldorf community. We are a diverse, energetic, and urban community with a strong commitment to a deep understanding of each student's needs.

Our love, reverence, and respect for childhood are reflected in our collegial community of teachers, a diverse mix of seasoned professionals, and those who are relatively new to teaching in a Waldorf setting. A magnet for creative, community-minded people, we seek to foster and support thoughtful, socially conscious, and engaged citizens. In this regard, the community at Philly Waldorf is exceptionally active, engaged, and thriving.

Our strong commitment to increasing and supporting diversity in employment and our programs are expressed in our desire to hire candidates underrepresented in Waldorf Education.

Celebrating its 25th year in 2020, the Waldorf School of Philadelphia teaches students from ages 2 years through eighth grade. In July 2015 our school moved to a permanent new home, 6000 Wayne Avenue, Philadelphia, PA 19144.

Total enrollment is approximately 250 students, comprising early childhood programs and 1st-8th grade. The Waldorf School of Philadelphia has 28 faculty members and 9 administrative staff members.

## **Mission**

The Waldorf School of Philadelphia is a vibrant learning community where education, based on a deep understanding of the developing child, integrates the intellectual with the artistic, the practical with the beautiful — fostering the ability to engage fully in the world.

We achieve our mission by:

- Applying the innovative educational philosophy and curriculum of Rudolf Steiner in a contemporary context.
- Upholding a standard of excellence and integrity in academics, arts, and human relationships
- Honoring and valuing each child and their unique gifts
- Cultivating dynamic working relationships with and among the faculty, the board, the administration and the community of families
- Striving for cultural diversity within an urban setting, with a commitment to the importance of nature and its stewardship.

## **Statement on Diversity, Equity, and Inclusion**

Racism is deep and widespread in society. It dehumanizes and divides people in ways that hurt us all. Mirroring much of the dialogue and action witnessed across our nation, Waldorf schools are undergoing an intense and overdue period of reckoning. A moment of reckoning that calls on us to:

- Confront the specter of White Supremacy now exposed more regularly in a wide array of social life.
- Critically question the subtleties, silences, and absences in policies, structures, and practices that traditionally shape the dynamics that shape our communities.
- Reevaluate the pedagogical legacy of Waldorf education and Rudolf Steiner in a way that meets and reflects all families.

## **The Head of School Opportunity**

The Head of School is appointed by the Board of Trustees to implement the school's strategic plan in accordance with its mission and philosophy. The Head of School provides management and oversight of the school's operations and staff. This person ensures the school's mission is achieved and that the school is financially and operationally sustainable. The Head of School collaborates with pedagogical leadership in the development of school programs and pedagogical policies. The Head of School is an active member of the school community, our surrounding neighborhood, and both the larger Waldorf and local independent school movements.

## **Duties and Responsibilities**

### **Planning and Analysis**

- Leads strategic planning with the school community.
- Keeps abreast of current trends in Waldorf and independent school education and coordinates to implement new programs and practices as deemed appropriate for the school by attending workshops/seminars, and by doing personal research.
- Annually attends professional development workshops.

### **Academic Programs**

- Oversees the Faculty Chair in carrying out the responsibilities in their job description. Delegates responsibility to faculty leadership for facilitating pedagogical decision-making within the faculty.
- Participates in collaborative pedagogical decision-making and faculty oversight as a voting member of the Faculty Development Group.

- Oversees the administration of academic programs in conjunction with the pedagogical needs as defined and identified by the Faculty Chair and Faculty.

### **Personnel**

- Works with school leadership to define the professional staff positions needed to implement the school's programs, policies, and administrative responsibilities. Oversees the recruitment of employees to fill these positions.
- Manages and develops all staff with an emphasis on accountability, results, collaboration and teamwork.
- Coaches and provides meaningful feedback through active performance management, through the teacher, staff, and administration evaluation and observation process.

### **Program and Service Support**

- Responsible for the safety and security of all of the school's students, faculty and staff; oversees the safety and security plan.
- Ensures that the school is in compliance with all state codes (health, life, safety, etc.)
- Works with school leadership to maintain the Student Handbook, Teacher Handbook, and Staff Handbook.
- Receives school concern forms and brings them to the appropriate bodies of the school, and oversees follow through.

### **Finance**

- Prepares a complete annual budget proposal for submission to the Board with the assistance of the Board's Finance Committee.
- Ensures that the available financial resources are carefully managed within the budgetary guidelines.

### **Enrollment**

- Sets enrollment based on the budget and growth goals.
- Works with the Faculty Chair and Director of Advancement to meet enrollment objectives in a way that is conducive to class health.
- Reviews exit interviews from families leaving the school to determine strengths and weaknesses.

### **Fundraising**

- Inspire a culture of giving to support the school's mission and strategic initiatives.
- Works with the Director of Advancement to set fundraising goals.
- Reviews and approves plans for all fundraising efforts.
- Assists in the fundraising efforts by articulating in many different settings the school's unique vision and the value of the goals for which funds are being raised.

### **Community Relationships**

- Maintains positive relationships with parents, alumni and neighbors of the school.
- Establishes and maintains strategic partnerships to further the mission of the school.

### **Working with the Board of Trustees**

- Keeps the Board of Trustees informed about the operational and programmatic needs of the school as necessary for the Board to meet its responsibilities.
- Serves as chief communicator between the Board and staff.
- Attends Board meetings and maintains ex-officio status as a member of the Board and Board Executive Committee.

- Develops and implements the policies of the school.
- Responsible for overseeing the preparation of monthly financial statements to the Board on various matters concerning the school's financial health, including enrollment, outstanding accounts, income, expenditures, and cash flow projections and development.
- Prepares a complete annual budget proposal for submission to the Board with the assistance of the Board's Finance Committee.

### **Qualifications and Competencies**

#### **Leadership**

- Prefer ten or more years of senior management level experience in a mission driven education organization.
- Experience or interest in learning about Waldorf/Steiner school governance.
- High integrity and ethical standards.
- Ability to collaborate and communicate with a broad range of stakeholders.
- High emotional intelligence.
- Problem solver.
- Serves as a role model for the organization.

#### **Diversity, Equity, and Inclusion**

- A demonstrated personal and professional commitment to building equitable and inclusive communities.
- Intellectual curiosity about diversity, equity, and inclusion in schools, including ongoing training, reading, and personal work.

#### **Strategic Thinking**

- Broad experience in the administration of educational programs and practices including business functions and systems, strategic development and planning, business analysis, finance, risk management, information systems, facilities management, human resources, and marketing.
- Ability to think long-term and plan for the future health of the school.

#### **Philanthropy**

- Experience developing, managing and achieving multifaceted fundraising initiatives.

#### **Supervisory Skills**

- Cultivates a culture of continuous improvement.
- Dedication to personal and professional development.

### **Education and Experience**

- A minimum of ten years of administrative leadership experience in a not-for-profit setting preferred; related experience considered.
- College BA or equivalent; Masters Degree in Education Administration or its equivalent preferred.
- Familiar with Waldorf education and the principles on which it is based; Waldorf administrator training and/or experience preferred.
- At least five years of supervisory experience.
- Demonstrated experience managing organizational budgets.
- Exceptional office and employee management skills.
- Excellent organizational skills, and excellent written and verbal communication skills.
- Knowledge of regulations governing non-profits and understanding of school-related human resources and legal issues.